

Exhibit G-1 Regional Inventory and Distribution Center- Description of Duties

The Regional Inventory and Distribution Center (RIDC) duties include the following:

- A. Submit an aggregated card stock forecast for card needs by type and time period for the region no more than twice per year.
- B. Maintain card stock inventory sufficient to meet regional card distribution and fulfillment needs.
- C. Gather card stock estimates from Agencies to support card stock forecasts submitted to the ERG Service Bureau (ESB).
- D. Place regional card stock orders using the Agency website for the ESB to fulfill as needed to probably not more than two per year.
- E. Send a hard copy of the order form to the ESB at time orders are placed on the Agency website no less than 60 days prior to needing cardstock on hand.
- F. Receive and store cards in secure location.
- G. Ensure that security seal is maintained on unopened boxes of card stock.
- H. Inspect card deliveries to ensure that the correct quantity and type of card stock is received. This includes reconciling shipping paperwork and box labels with order information.
- I. Fulfill and ship or deliver agency-specific card stock orders twice a week from card stock on hand as needed.
- J. Receive invoice from ESB for card stock ordered and forward approved invoice to the Regional Program Administrator with order verification. In the event that invoices are distributed directly to Regional Program Administrator, staff from the RIDC will provide information so that invoices can be verified.
- K. Return defective cards or those cards that do not correspond with the order details.
- L. Submit annual budget to Joint Board for approval within time-frame directed by Joint Board.
- M. Provide quarterly invoices to Regional Program Administrator in order to receive reimbursement for costs incurred.
- N. Notify the ORCA Operations Manager in the event that RFC Contractor is not fulfilling its contractual obligations as to the RIDC.